



Application For Plan of Subdivision

It is the responsibility of the owner or authorized agent to provide complete and accurate information at all times. This form will not be accepted as an application until such time as all questions have been answered and all requirements have been met in the manner requested herein. Please read the following carefully:

- Application:** It is the responsibility of the Owner or Authorized Agent to provide complete and accurate information at all times. This Form will not be accepted as a complete application until such time as all questions have been answered and all requirements have been met in the manner requested herein.
- Fee:** Please refer to Fee By-law 211-83, as amended. Payment can be made by credit card online (maximum \$60,000) via ePLAN, by certified cheque payable to the City of Markham or by Electronic Funds Transfer (EFT). If paying by EFT, please send an email with the file number and address to dsc@markham.ca. Please note that payments by EFT may take 3-7 business days to be processed.
- Authorization:** All agents must file an authorization form signed by all registered owners when filing on their behalf.
- Plans:** Refer to the submission requirements within the application. All required documents and drawings must be submitted for the application to be considered complete. All submission requirements are to be submitted in ePLAN. (See CAD & GIS details pages 18 and 19)
- Signatures:** It is required that this form be signed. If there is more than one owner, all owners are required to sign.

Revised Dec
2025



Plan Of Subdivision Application

Please complete all applicable sections of the application form. An incomplete form will be returned to the applicant.

Property Information

Legal Description:

Roll Number:

Lot & Conc. Numbers:

Municipal Address:

Postal Code:

Previous Application for Lands (Check One)

Yes No Don't Know

If yes, what type of application? (check all that apply)

Official Plan Amendment

Zoning By-law Amendment

Plan of Condominium

Minor Variance

Consent to Severance

Other:

If Yes, previous file number and date of application:

Are there any listed heritage properties or designated heritage properties located within the proposed plan of subdivision? (check one)

Yes No

If Yes, provide addresses:



Applicant Information

Property Owner Information

Registered Land Owner:

Applicant Contact

Address:

Unit Num:

Municipality:

Province:

Postal Code:

Telephone:

Email Address:

Position:

Agent, Solicitor, or Planning Consultant

Company Name:

Application Contact

Address:

Unit Num:

Municipality:

Province:

Postal Code:

Telephone:

Email Address:

Position:



Ontario Land Surveyor

Company Name:

Application Contact

Address:

Unit Num:

Municipality:

Province:

Postal Code:

Telephone:

Email Address:

Position:

Designate one name to which all correspondence will be sent:

Land Statistics Table Information

Table Definitions

Dwelling Unit: a room or group of rooms accommodating a single household

Single or Detached: a building containing one dwelling unit

Double or Semi-Detached: a building containing two dwelling units

Row or Multiple-Attached: a building containing three or more dwelling units, all with individual access at ground level

Apartment: a building containing three or more dwelling units, all with access through a common space

Housing/Land Statistics

Single or Detached

1. Number of residential Units:
2. Lots and/or blocks as labeled on draft plan:
3. Area (ha):
4. Density (units/ha):
5. Number of parking spaces:

Double, Semi-detached

1. Number of residential units:
2. Lots and/or blocks as labeled on draft plan:
3. Area (ha):
4. Density (units/ha):
5. Number of parking spaces:



Row or Multiple Attached

1. Number of residential units:
2. Lots and/or blocks as labeled on draft plan:
3. Area (ha):
4. Density (units/ha):
5. Number of parking spaces:

Apartment – less than 2 bedrooms

1. Number of residential units:
2. Lots and/or blocks as labeled on draft plan:
3. Area (ha):
4. Density (units/ha):
5. Number of parking spaces:

Apartment – 2 or more bedrooms

- Number of residential units:
Lots and/or blocks as labeled on draft plan:
Area (ha):
Density (units/ha):
Number of parking spaces:

Seasonal Residential

- Number of residential units:
Lots and/or blocks as labeled on draft plan:
Area (ha):
Density (units/ha):
Number of parking spaces:

Mobile Home Residential

- Number of residential units:
Lots and/or blocks as labeled on draft plan:
Area (ha):
Density (units/ha):
Number of parking spaces:

Other Residential (please specify)

- Number of residential units:
Lots and/or blocks as labeled on draft plan:
Area (ha):
Density (units/ha):
Number of parking spaces:



Commercial/Mixed Use Development

1. Number of residential units:
2. Lots and/or blocks as labeled on draft plan:
3. Area (ha):
4. Density (units/ha):
5. Number of parking spaces:

Industrial

1. Number of Industrial units:
2. Lots and/or blocks as labeled on draft plan:
3. Area (ha):
4. Density (units/ha):
5. Number of parking spaces:

Park/Open Space

1. Lots and/or blocks as labeled on draft plan:
2. Area (ha):
3. Density (units/ha):
4. Number of parking spaces:

Institutional (specify below)

1. Number of residential units:
2. Lots and/or blocks as labeled on draft plan:
3. Area (ha):
4. Density (units/ha):
5. Number of parking spaces:

Specify type:



Roads

1. Lots and/or blocks as labeled on draft plan:
2. Area (ha):
3. Density (units/ha):
4. Number of parking spaces:

Other (please specify)

1. Number of residential units:
 2. Lots and/or blocks as labeled on draft plan:
 3. Area (ha):
 4. Density (units/ha):
 5. Number of parking spaces:
Specify type:
-



Planning Information

1. What is the land use designation of the subject lands in the approved regional official plan?

2. If an amendment to the Regional Official Plan is required, has an application been submitted to the region?

Yes No

If yes, state region application number or adopting by-law number:

3. What is the land use designation of the subject lands in the City's official plan?

4. If an amendment to Markham's Official Plan is required, has an application been submitted?

Yes No

If yes, state the application number:

5. Any Application that is not in conformity with official plan provisions may be returned to the applicant, or held until the appropriate provincial ministry is in receipt of an amendment to redesignate the subject lands. At that time both the draft plan and the amendment can be circulated concurrently.

6. What is the zoning of the subject lands?

7. What is the relevant parent by-law?

Amending by-law numbers?



8. Are there any lands within the application intended to be conveyed to the City of Markham for public purposes?

Yes No

If yes, Council policy requires the submission of a Phase 1 Environmental Site Assessment for those lands being conveyed to Markham. The Council Policy on the 'Environmental Clearance for Lands to be Used for Public Purposes' was adopted by Council on April 15, 1997 and is available under separate cover.

Prior to approval of the final plan of subdivision, the subject lands must be appropriately zoned



Servicing

1. Indicate the proposed method of servicing.

Water Supply:

- municipal (piped)
- private individual wells
- other (specify):

Sewage Disposal:

- municipal (sewers)
- private individual system
- other (specify):

2. Has availability of connections and capacities for municipal servicing been discussed with:

Markham staff: Yes No Regional Staff: Yes No

3. If the development is to be privately serviced, additional information must be provided in the form of a hydrogeologic or geotechnical report or reports prepared to determine the feasibility of the proposed private service or services and the impact on ground water quality and quantity.

Have such studies been prepared and forwarded to:

MOE: Yes No

Local Health Unit: Yes No

4. Storm Drainage: A stormwater management report is required for all developments, outlining the means by which stormwater will be conducted both on-site and on adjacent lands. This report should also indicate the means by which erosion, siltation, and sedimentation will be conducted both during and after construction. Has such a report been forwarded to:

Markham Engineering: Yes No

MOE: Yes No

TRCA: Yes No

MNR: Yes No



Property Access

1. Is there direct access from the subject lands onto a publicly maintained road?

Yes No

If no, what provisions is there for access to lands?

2. Have proposed access points to abutting roads, widening of roads, internal roads widths and pattern, and location of access control reserves been discussed with:

Area Municipality? Yes No

Region Transportation Dept.? Yes No

Surrounding Lands

The information required in this section should be as shown on the draft plan submission

1. What are the adjacent land uses?

North:

East:

South:

West:

2. Indicate whether any of the following land uses exists within 1000m of the subject lands:

Land Fill (closed or operational): Yes No

Industrial Use (past or present): Yes No

Abattoir Yes No

Active Railway Line Yes No

Agricultural Yes No

Provincial Highway Yes No

Airport Yes No

Natural Features, including forest, watercourses, animal habitats, and wetlands?

Yes No



3. What measures are to be taken to eliminate any adverse environmental effects (such as increased traffic, noise, odors, pollution of nearby water bodies, run-off, etc.) from this proposed development on the surrounding area?

4. What measures (such as buffering, berms, setbacks, etc) are to be undertaken to eliminate any adverse effects from the surrounding area on this proposed development? In agricultural areas, refer to the Agricultural Code of Practice. Where potential adverse effects are foreseen, consultation is recommended with any or all of the Ministry of Environment, Ministry of Natural Resources, and the Ministry of Agriculture and Food.

Site Appraisal and Evaluation

1. Topography- The draft plan must include a statement that elevations shown thereon relate to Canadian Geodetic Datum. Outline the general topography and any special characteristics (such as escarpments, rock outcrops, etc.) that may affect development.

2. Vegetation – What types of vegetation (such as grass, woodlots, or orchards) exist on the subject lands?

3. Drainage Patterns – Describe the drainage of the subject lands and any on-site or nearby water bodies (such as creeks, ponds, lakes, etc.)?



4. Unique Land Features – What consideration has been given to preserving the natural amenities (such as strong topographical features, pleasant views, mature trees, etc.) of the subject lands?

5. Integration into surrounding area – What consideration has been given to ensuring that the proposal will be integrated with the existing character of the surrounding area, and that the amenities of the adjoining area (pleasant views, sunlight, etc.) are being preserved or enhanced?

6. Existing Structures – Describe any buildings, historical or otherwise, and any man-made features on the subject lands, and their proposed use (whether to be retained, modified, relocated, demolished etc.)

7. Existing use of subject lands – Describe any present use of the subject lands and/or buildings thereon



8. Previous use of subject lands – Describe any significant previous uses of the subject lands, and if the lands are vacant or idle, describe the most recent productive use of the subject lands

9. Is CMHC funding proposed with this development? Yes No



Application Declaration

I (name) _____ of the (municipality)

in the (region) _____ solemnly declare that I am (choose one of the following)

- the Owner the agent of the owner
 an officer of the owner an officer /employee of the agent of the owner

and that all statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Declared before me at the (*Municipality*)

in the (*Region*)

this _____ day of

Signature of Declarant:



Owner’s Authorization

If an agent is used, the owner must also complete the following and similar authorization on the draft plan. If there is more than one owner, a separate authorization from each individual or corporation is required. Attach an additional page or pages in the same format as this authorization is necessary.

I, _____ being the registered owner of the subject lands,
hereby authorize (print name of agent),

to prepare a draft plan (indicate type) Subdivision Condominium

and to make application to the City of Markham for approval thereof.

Signature:

Date:

Printed Name of Signatory:

Title:

Submission Requirements

Application Type	Submission Requirements
<ul style="list-style-type: none"> • New Residential, Industrial, Commercial, or Institutional • Amendment to Existing Residential, Industrial, Commercial or Institutional 	<ul style="list-style-type: none"> • Approved Pre-Consultation checklist • 1 vector based Draft Plans or Subdivision Plans • 1 vector based reduction of Draft Plans of Subdivision Plan • Legal Plan of Survey • Processing Fee (Fee By-Law 211-83) • Engineering Studies • CAD Plans & elevations AutoCAD DWG (2012) format • All applicable studies, plans, reports and completed application form



NOTES:

- Statistics table must be completed. Applications that state: “See Drawings” will not be accepted.
- The owner and/or applicant must retain a Professional Engineer who holds a Certificate of Authorization from the P.E.O. for Municipal Engineering applications to prepare the design of grading and site servicing plans, municipal service connection designs, and storm water management reports which are to be submitted to the Director of Engineering for his approval, at building permit stage.
- Colour renderings of site plans and drawings will be required at all public meetings.
- If you have any questions regarding ePLAN registration or form, contact Development Services at 905.475.4861.



SPECIFICATIONS FOR PARCEL MAPPING FOR DWG SUBMISSIONS

Scale Factor:	0.99960000
Measuring Units:	metres
Units of Resolution	1:250
Coordinate System:	UTM Zone 17N
Datum:	NAD 83

LEVEL SPECIFICATIONS FOR PARCEL MAPPING:

Level 1	Street Lines (Road Allowance)
Level 2	Property Lot Lines
Level 5	Subdivision Plan Linework
Level 6	Subdivision Text
Level 7	Reference Plan Linework
Level 8	Reference Plan Text
Level 9	Other Plan Linework
Level 10	Other Plan Text
Level 12	Street Names
Level 27	Condominium Plan Linework
Level 28	Condominium Plan Text
Level 41	Ground Control Points eg: SIBs etc
Level 42	Ground Control Text eg: SIBs etc
Level 45	Survey Control Monuments

Note: No duplicate linework and all linework should be closed but broken at connection points.

If you require additional information regarding the digital AutoCAD submission, please contact Robert Tadmor (Geomatics) at 905.477.7000 extension 6810



Digital plans submission criteria

The information within all maps included as part of supporting documents shall be submitted in either a CAD or GIS file format that is geospatially positioned to match the City of Markham's geographic and projected coordinate systems, as indicated below. This information shall be supplied on a Compact Disk. All CAD line work should be closed but broken at connection points. There should be no duplicate line work.

Projected Coordinate System: NAD_1983_UTM_Zone_17N

Projection: Transverse_Mercator

False_Easting: 500000.00000000

False_Northing: 0.00000000

Central_Meridian: -81.00000000 Scale_Factor:
0.99960000

Latitude_Of_Origin: 0.00000000

Linear Unit: Meter

Geographic Coordinate System: GCS_North_American_1983

Datum: D_North_American_1983

Prime Meridian: Greenwich

Angular Unit: Degree